

RFI's VA261-15-R-0075: Activation Ware house Monterey

1. General Contractor Requirements: Page 15/66 item 4b.

All key personnel shall work on this project and be fully staffed on this project.

Is there a full time “on site” requirement for any of the key personnel?

VA Response: No.

2. Pg. 20, Deliverables 7.a.3: How often will an inventory management report be required?

VA Response: Every time there is a new piece of equipment added or at least once every two weeks.

3. Pg. 19, item 16 Installation Option #1: Will all manufacturer/vendor installations be required to maintain a service contract/product warranty and be included in the procurement order?

VA Response: Yes, if applicable.

4. Pg. 19, item 16: Will installers be required to have a manufacturer’s certification to install products?

VA Response: Yes, if applicable.

5. Pg. 10, item 21: “The contractor shall replace all FF&E parts/items damaged by the Contractor with the appropriate FF&E items within two weeks.” Please outline how a contractor who has no control over a 3rd party’s ability to supply a replacement should proceed in the rare event a replacement is not immediately available.

VA Response: The Contractor shall reimburse the VA for the damages product, and then the VA can re-order.

6. Pg. 19, item 18: Should the contractor plan seismic anchoring per CA OSHA standards?

VA Response: Yes, if applicable.

7. Pg. 19, Item 30 Does the VA have a specific contract with a preferred recycler to be incorporated in execution of this work?

VA Response: No.

8. Pg. 20, item 6a Directs meeting minutes “original and one copy” be delivered to COR –

Question: Is it acceptable to deliver minutes in electronic format?

VA Response: Yes.

9. Page 17, item 6 “the PAD campus” Is it safe to assume this Is synonymous with current Palo Alto campus location (82 miles from Monterrey) Trailer to be in Monterey and all project meetings (pg. 20 6e.) at PAD?

VA Response: Yes.

10. Pg. 21, top of page “equipment manuals”: Will all procurement of Equipment Manuals provided by vendors be part of the commodity procurement? To clarify is the expected role of this contractor to collect the equipment manuals received with commodities or is the Activation

Warehouse expected to also procure manuals from related vendors? The topic “provide user and operating manuals” also is part of the QA-SP-attachment item 002)

VA Response: Yes.

11. Pg.22, Does this restriction of cell phone use and/or radios refer to **post installation**, operational medical equipment or any use of cell phone or radios in the clinical environment **during** delivery and installation?

VA Response: This is typically a hospital requirement; most likely ok for use during mobilization.

12. Pg. 44, Other than commercial driver’s licenses and recycle waste- large volumes, typical work permits what other licenses or permits would be anticipated?

VA Response: All State and local requirements as applicable to this type of project.

13. Please confirm this contract does not incorporate any REUSE of furniture or equipment, specially: all products to be relocated from the warehouse to the new Monterrey clinic location will be “NEW” commodities.

VA Response: All “NEW” FF&E/IT.

14. Can we confirm that there will be a need for only 1 warehouse within 30 miles of Palo Alto?

VA Response: This is at the discretion of the contractor, as it would depend on the size of the warehouse.

15. Will there be a requirement for additional moving/transportation services aside from the FF&E details provided in the solicitation?

VA Response: Not at this time.

16. Will there be ANY excessing activity associated with this project?

VA Response: No, there is not a requirement for disposing of old FF&E and/or IT.

17. We are unclear on page count for (3) of the (5) Factors.

Our primary concern is with Factor 3-Technical/Management Approach, can you please answer the following questions.

We understand the total page count for the proposal is 34 pages (front and back).

Factor 1: (6) pages max VA Response: 6 pages front and back

Factor 2: (6) pages max

Factor 3: states, “Shall not exceed a total of (22) pages. Technical/Mgmt Approach shall not exceed (8) pages”...this appears to be a contradiction?

Factor 4: (3) projects maximum but no page limit?

Factor 5: No page limit?

VA Response:

Factor 1: 6 pages front and back

Factor 2: 6 pages front and back

Factor 3: 22 pages total front and back; utilized at offerors’ discretion to best express requirements.

Factor 4: Submitted separately outside of proposal to VA Contracting Officer from past client(s). Template was provided.

Factor 5: Completed and signed SF 1449, completed Xcel Spreadsheet: Bid Schedule Activation Warehouse Monterey, and completed Pricing Schedule for Activation Warehouse Monterey.

For questions 18-32 the VA Responses will be in bold red.

18. Page Count

Section **6.2** establishes the maximum page count thirty-four (**34**) sheets printed front and back.

- a. Section 9.3.1 establishes **6** pages for Project Experience **6 pages front and back**
- b. Section 9.3.1.2 establishes **6** pages for Key Personnel Experience **6 pages front and back**
- c. Section 9.3.1.3 establishes **22** pages for the Technical and Management Approach
- d. The preceding 3 sections add up to **34** pages. Are these, then, permitted to be double-sided, giving a total of **68** pages? **22 pages front and back**
- e. Can the Government clarify the application of “sheets” vs. pages? **Same, no difference.**
- f. No page count has been specified for the IMS other than the 22 pages max for the Technical/Management Approach – is there a page limit for this.
 - i. As the timeline for the IMS tends to expand even to show a reduced schedule, it would be useful to use an 11x17 page size, even if this counts as 2 pages; will this be acceptable to the Government? **Yes.**

19. Section 9.3.1.3 – Staffing Management Plan

- a. Is the proposal requirement for a Staffing Management Plan a one-page plan (outline?) or a Matrix, showing anticipated positions during execution? **Provide a matrix.**
- b. The instructions require resumes for three (**3**) Key Personnel. However, in Section 4i (General Contractor Requirements – PWS 3) there is a requirement for resumes of proposed team members performing onsite. Please clarify. **The staffing matrix is a plan of whom you will have during each phase. Evaluation Factor 2: Project Personnel Experience asks for the (3) Key Personnel and their resumes.**
- c. Is there a separate page count for this Plan? Or is it to be included in the Technical/Management Approach (max of 8 pages.) **The staffing Management Plan is intended to be a one (1) page matrix.**

20. Evaluation Factor # 3 – Technical/Management Approach

Section 9.3.1.3 indicates that there is a requirement to provide a Staffing Matrix as part of the proposal. Is this inclusive of *all* personnel to be involved during all phases of the project, or is this section specific only to Key Personnel (as it pertains to the proposal)? (We understand that a Staffing Matrix is a deliverable as part of the PMP deliverable for the Project Planning Phase.)

The staffing Matrix is an organization chart inclusive of all the personnel you intend to have during each phase of the project, and is due at the time of proposal. The three (3) Key personnel are the only requirements for resumes at the time proposals are due in order to satisfy Evaluation Factor 2. The staffing matrix is a compositional illustration of the proposed team which will support the overall PMP, i.e., a receiving team, storage team, delivery team, etc. etc.

21. Section 9.3.1.4 – Evaluation Factor – Past Performance

In the form included for the use of our customers, there is a highlighted note that asks that all contracts between us and the Agency, within the last 5 years, are separately addressed. This places an unusual burden on already overworked Government KOs and seems to be unnecessary. Please consider removal of this requirement. The VA can get such information from the CPARS and should not need to make a short turn-around time frame more difficult. **The VA is unable to locate this highlighted note. The requirement is for a minimum of one (1) and a maximum**

of three (3) relevant activation services for medical facility Past Performance Questionnaires to be directly submitted to the Contracting Officer from past client(s).

Is the “letter” to the client a sample? May it be modified to suit the bidder’s relationship with a past-client? **Yes, it is a sample; can be modified to make relative to services previously provided.**

Are these same Projects (selected for the PPQ the very same that should be used in the Technical Proposal to further describe Project Experience or should the 2 sets of projects be distinct? **This is at the contractor’s discretion as to how your company choses to best represent past previous projects and company technical experience.**

22. Section 9.3.1.5 – Evaluation Factor – Price

The Bid Schedule, page 23, does not specify a Base and Option price, nor does it spell-out Options 2 and 3. Please clarify.

Options have been changed from the addition of 500 boxes to the addition of warehouse time if storage is needed beyond January 2016 due to extended construction time.

Option 2: Additional 6 months of storage (February-July 2016)

Option 3: Additional 6 months of storage (August-January 2017)

Please see revised updated Bid Schedule Xcel Sheet and Pricing schedule.

23. PWS

We understand that the Government requires certain items, such as:

- a. planning the move,
- b. moving packed boxes, and
- c. uninstalling and re-installing.

However, we do not see requirements for the following:

- a. Department by Department transition plan
- b. Physical move plan
- c. The inclusion of a “Faces to Places” guidebook
- d. Supplies for packing
- e. Movement of HIPAA sensitive files
- f. Space plan, showing FF&E placement and style, make/mode, color scheme coordination
- g. FF&E procurement by the Contractor

Would the Government please elaborate on such details? **The VA IPT Activations is managing these processes.** Also, is there a requirement for any procurement of FF&E or IT by the Contractor under this solicitation? **No, the VA will procure all FF&E and IT.**

The SOW states a requirement for on on-site trailer, yet:

Timelines are in conflict

The prescheduling period would presume, the request to the construction company has already taken place before this contract is awarded

It would seem that the earliest the on-site trailer would be useful is at the on-set of the 120 day window when installations are occurring – can the Government clarify intent? **This may be required during the delivery and installation phase; is at the contractor’s discretion.**

24. PWS – GFE

- a. Please elaborate on how the Government envisions the Contractor leveraging Attania, and the requirements necessary for the Contractor to provide updates to this 3rd party software and database. **The VA will give you access to our account.**

- b. In section 3j (VAPAHCS GOVERNMENT FURNISHED ITEMS), the Government states, “The VA will coordinate the return or replacement of items damaged after the Contractor accepts them at the warehouse.” **If the items that are purchased by VA are damaged by the contractor, the contractor is responsible for reimbursing the Government, and the VA will coordinate the replacement (order).**
Please confirm that this statement relates specifically and exclusively to items purchased by the VA and does not refer to items purchased by the Contractor on behalf of the VA. **The Contractor will not be asked to purchase items on behalf of the VA.**
- c. Please clarify the following.
 - i. Has the Government contracted with any OEMs for installation services? **Not at this time. If services are required, they will be procured at the same time of FF&E/IT purchase.**
 - ii. Are any existing FF&E assets currently under lease, under maintenance contract, or any other situation wherein the movement of said assets would require the de-installation/re-installation to be completed by an OEM/Vendor/Maintenance Contractor? **The installs are coordinated with the contractor of the project construction site. This project is ordering all new equipment and we are not reusing older equipment.**
- d. IT Technology
 - i. At times the Government states FF&E and IT, at other times, just FF&E.
 - 1. Where just FF&E is stated, does it include IT?
 - ii. What is the extent of the installation regarding IT
 - 1. Place & power-on?
 - 2. Connect to network? Or other infrastructure
 - 3. Install software, with or without applications
 - 4. Other?
 - 5. Are there servers to be installed and tested (to what extent, if so?)

The VA has an IPT which will handle the testing and activation of all equipment and IT stand up. Servers will be installed by the contractor.

25. PWS – Contractor Requirements

Section 3i requires that the Contractor provides a proposed staffing matrix for all phases on the project along with resumes for proposed team members. Since the technical proposal only asked for 3 resumes (with limited page counts), please confirm that this requirement is post-award. **The staffing Matrix is required pre-award. Please see answers 19 and 20.**

26. PWS – Contractor Requirements

- a. Section 3l states that the VA will receive all items accepted at the Contractor’s warehouse. Please confirm that this applies exclusively to GFE and not items purchased by the Contractor on behalf of the VA. **The contractor is not procuring anything on behalf of the Government.**
- b. Some components of this list appear to be directed at the Activation Contractor, others for the General Contract or the Construction Contractor, or even to the VA’s IPT; can the Government please clarify applicability. **This is correct and many items will be handled differently from group to group across the contract.**
- c. There are a number of requirements for the local warehouse, however climate controlled space was not identified.
 - i. Is this capability required or just desirable? **This is at the discretion of the vendor as it could pertain to the level of protection required for certain types of equipment. Again, vendor is responsible for any damaged equipment.**

- d. What resources will be used to apply asset tags? And will these tags be applied to the cartons or must the cartons be opened to permit the tagging? **Asset tags are applied to every single piece of equipment, not boxes. VA IPT will be applying them.**

27. PWS – Option 1

- a. Section C.2 – Since the GC still is in possession of the new facility, are the security requirements (referenced here) referring to those of the GC? **No.**
- b. Section C-3 – Does this effort include assessment of mechanicals, environmental, electrical, and infrastructure? **This is primarily for delivery and staging purposes and verifying the location of equipment and infrastructure to support this equipment on the floor plans.**
- c. Section C-23 – “Minor” wall-hung typically refers to hand cleaners and similar. Who will have the responsibility of medical equipment that may need wall or ceiling supports? **The General Contractor will install these.**
- d. Items received on Campus: we understand some FF&E purchased by the VA has already been received and presumably will continue to be received prior to such time as the VA notifies their supplies to change the delivery address to the Monterey warehouse. Please provide a complete listing of what is expected to be received, so that we can adequately plan for relocation to local storage. **This is not correct information. No FF&E/IT has been procured for Monterey. Lists have been provided as what the VA plans to procure.**
- e. Medical Equipment: the attachment identifies responsibilities, but does not clearly identify the installing party. Can the Government provide this additional information, and also identify the responsible party for coordination and training and warranty initiation? **If coordination of this equipment requires the GC installation, then it will be installed by the GC and not the vendor.**
- f. On Activation projects, it is not unusual for furniture and medical equipment to be installed by the OEM and delivered JIT. Please clarify if such activities will apply in this contract. **This will apply, and in circumstances where the equipment requires special installation, then the contractor will coordinate the install; but in many instances the vendor will be required to deliver the equipment, stage, and locate the equipment in the proper location within the new building.**

28. Activation Services Bid Schedule

This table is a bit confusing. Would it be possible to obtain a set of accompanying instructions? Several examples of confusion include:

- a. Planning will involve several staff experts at difference skill levels, but the table includes a single labor rate.
- b. If the Contractor ‘explodes’ the line numbers to include such skills, the table begins to look like a T&M Bid and not an FFP.
 - i. There is no line item for travel and per diem. Will these be consolidated in the corresponding line item for labor? **This question is unclear. The warehouse and staff shall be located 30 miles from VA Palo Alto, CA; between Palo Alto, CA and Monterey, CA in order to mitigate costs to the VA. The VA IPT staff must be able to make weekly visits to the warehouse to complete asset tagging and testing of received equipment.**

- ii. Options 2 & 3 state an additional relocation of 500 boxes each. However, *addition* infers an initial 500 boxes. Will this be costed along with moving equipment? **Options have been changed from the addition of 500 boxes to the addition of warehouse time if storage is needed beyond January 2016 due to extended construction time.**
Option 2: Additional 6 months of storage (February-July 2016)
Option 3: Additional 6 months of storage (August-January 2017)
 - 1. What about the packing material? **Should be included in pricing and applicable to delivery and installation.**
- c. How does **Moving Equipment I: the Planning Phase** differ from **Transportation of Equipment** in Option 1? **The contractor will be responsible for all transportation and moving of equipment to and from destinations, whether it is from the local station (VAPAHCS) or from the warehouse to the new Monterey facility.**
- d. Has the complete list of GFI equipment and furniture been ordered? **No.**
- e. Have the activation tasks (such as faces to spaces, concepts of operation, move planning, training planning and execution) been completed?
 - i. If not, will they be done by the Contractor or Government? If the latter, will they be available to the Contractor? **No. The Government has a separate contract in place to finalize this.**

Reference: Attachments and certain non-specific sections throughout

29. Period of Performance (PoP):

Please clarify timeline for warehouse and outfitting.

- a. The SOW states Jan 15, but deliveries start in spring 2016, installation complete within 120 days, and BOD not until Jan 2016 (page 14). **The warehouse should be available to begin receiving deliveries immediately after award in January 2015. The tentative dates for the delivery and installation phase are currently February-April of 2016; but are dependent upon the construction schedule and completion of the building.**
- b. The SOW also states that equipment must be ready to receive in the local warehouse beginning in December 2105 and elsewhere 2 January 2016. However, this contract is likely to be awarded in January 2016 and the kick-off will be 1-2 weeks after award. This creates a conflict on warehouse availability. Please clarify. **See answer 29a.**
- c. The RFP states Jan 2015 – Jan 2016 (inclusive, thus 13 months?) and elsewhere, it is stated that BOD will be (sic: sometime in) Jan 2016.

The tentative schedule:

Contract Award: January 2015

Warehousing and Storage phase: January 2015-January 2016.

Delivery and Installation Phase: February-April 2016 (to be completed within 120 calendars after commencement).

30. Attachments for Equipment List(s):

- a. Please define CC, VV and VC.
CC= contractor purchased and installed, VV= VA purchased and vendor installed, VC= VA purchased and Vendor installed.
- b. If any FF&E is to be purchased by the Contractor, will the Contractor be permitted to spec and secure quotes from such Government sources as: VA Schedules, GSA Schedules, and UniCor, or must all such procurement be from purely commercially available sources? **The Contractor will not be procuring FF&E/IT for this requirement.**

31. The RFP states this contract would be in support of other activation services and lists VA activation staff. Are there other contractors involved in the activation process? If so, please describe their respective roles & responsibilities. **There will be many, and information will be provided as applicable once procured. Activation services is defined as the VA procurement FF&E/IT. "Other contractors" are defined as the vendors of the FF&E/IT that is procured by VA Contracting Officers.**
32. It is stated that VA contractors may be used to evaluate percentage complete. This seems to create an Organizational Conflict of Interest. Please elaborate. This would potentially expose company proprietary documents & processes to competitors. **The VA will rely on the General Contractor to inform the station of percentage complete as they own the facility. This percentage complete should not include proprietary type documents and/or processes. It is utilized as, "this floor/room/department is ___% complete and has ___% left to be delivered and/or installed, or something along those lines.**